

**UNITED CHURCH OF CHRIST OF KENT**  
**Kent, Ohio**  
**POSITION DESCRIPTION**  
**Senior Minister**

As primary professional staff member of the church, the Senior Minister shall serve as the head of staff and provide oversight and leadership for the church's worship and organizational life and for the total program and ministry. The Senior Minister shall work in covenant relationship with the congregation and cooperatively with the church Council and the elected officers. The Senior Minister shall be responsible to the congregation by giving adherence to the Constitution, Bylaws, and personnel policies of the church and in regular consultation/evaluation with and by the Personnel Ministry and church Council.

In relationship with the church staff, the Senior Minister shall:

- preach and teach the gospel and administer the sacraments and rites of the church
- exercise ministerial care and leadership in the congregation
- share with the moderator primary responsibility for the general welfare of the church and its organization
- participate in an annual evaluation of the effectiveness of the vision, mission, and programs of the church

In fulfillment of these responsibilities, the following tasks shall ordinarily belong to the Senior Minister.

***Worship and Preaching***

- lead the liturgical development of the services of worship in cooperation with other pastoral staff, Director of Music, and the Worship and the Arts Ministry
- direct the worship service and deliver the sermon approximately three Sundays per month
- be responsible for the administration of the sacraments and rites of the church in coordination with the Deacons' Ministry
- be available for preaching and speaking opportunities beyond the Sunday morning service

***Administration***

- work cooperatively with the church professional staff, providing guidance for their ministries and programs
- provide oversight and supervision of the church professional, office, and support staff following the Constitution, Bylaws, and personnel policies of the church
- work in partnership with and be a resource for all church ministries
- coordinate the activities of all church groups and ministries
- provide leadership development for lay leaders and staff
- collaborate with the Personnel Ministry in evaluations of staff

***Pastoral***

- provide faithful ministerial care to members of the congregation
- coordinate ministerial calls to the hospitalized or homebound, and to those in care facilities
- help recruit and assimilate new and prospective members into the life of the church
- provide personal counseling and/or offer referrals to other professionals when appropriate
- encourage people to relate their faith to their daily lives
- provide support for the congregation's pastoral care programs
- assist Council in annual membership review

***Education***

- coordinate/lead adult small group educational programs such as the Lenten Series, Bible studies, and other seasonal education programs
- develop and oversee the confirmation program in partnership with the Minister of Faith Formation
- be a resource to the Christian Education Ministry

***Outreach***

- Encourage and support the church's engagement in Outreach, social justice, and reconciliation.

***Personal and Professional***

- maintain a strong commitment to personal professional growth
- participate in activities beyond the local church, including the Kent community, the Living Water Association of the Heartland Conference of the United Church of Christ, and the General Synod of the United Church of Christ.

***Qualifications***

- Authorized ministry as defined by the United Church of Christ 'Manual on Ministry,' and recognized by the Living Water Association of the United Church of Christ

Proposed by Personnel Ministry - 23 February 2016

Revised and Accepted by church Council - 23 February 2016

Revised and Approved by Congregation - 13 March 2016

Revised - 24 April 2017

Submitted to Personnel Ministry - 25 April 2017

Revised - 20 April 2021